

Solid Waste Alternatives Program Advisory Council
September 16, 2008
Urbandale Public Library
Meeting Minutes

Council Members Present –

Mary Wittry – ISOSWO
Sara Bixby – South Central Iowa Solid Waste Agency
Tom Hadden – Metro Waste Authority
Brian Tormey – DNR
Tony Colosimo – NSWMA/AWS
Sherry Timmins – DED
Shelene Codner – IWE

Council Members Absent –

Teresa Kurtz –Iowa Recycling Association (IRA)

Others Present –

Becky Jolly – DNR
Angie Clark – DNR
Mark Warren – DNR
Alex Moon – DNR
Matt Eide – Artistic Waste Services
Sharon Tahtinen – DNR
Anne Preziosi – DNR Legal
Julie Smith - MWA
Reo Menning – MWA
Mike Heller – WM

Introductions

Overview of Open Meetings and Public Records’ Law – Anne Preziosi

- Chapter 21
- Chapter 22 (Becky will send out)
- Ethics overview (Becky will send out)
- Power Point slides of ethics (Becky will send out)

Overview of House File 2570

SWAP Advisory Council membership and responsibilities

- Understanding of the overview/purpose?
 - Continuous Improvement (will have to define what this means) - **Agenda topic for next meeting**
 - Economies of scale, one size doesn’t fit all
- Membership is appointed by the director
- Responsibilities
 - Review annual reports, consider compliance
 - Council makes recommendations to DNR to present to EPC

Recommendation for filling vacancy (third member representing solid waste planning areas of various sizes).

- Each member provides recommendations to Brian.
- Need current status/description of each planning area.
- Director will appoint the 9th member before the next meeting.

Public Availability

- Everything will be posted on our website.
- Everything that gets sent out will be posted online.
- A records file will be set up.
- Each meeting is taped and available to the public.

We need to discuss conflicts of interest of council members potentially applying to be part of the pilot. -

Agenda item for next meeting

- The first year we will be working very closely with the folks involved as we go through this the first time around.

Criteria for allocation of dedicated swap funds (roughly \$600,000 annually July-June)

- Could potentially have a 1 day workshop for the public
 - How do you become involved
 - What is involved with this program
 - What is the criteria
- Should we develop objectives prior to or concurrently to the application process?
 - People may not know what they need.
 - Resource needs may help us to develop criteria
- Designation and financial allocation may or may not be together.

Bylaws/Rules/Procedures

Term – staggered for 3 years

Recommendation is that we are all on a 3 year term right now, we will eventually need to discuss how to stagger the terms.

Quorum

Understanding of how to make decisions – suggestions/discussion:

- Majority of the council present (5 or greater)
- Majority of the total appointed members at that time/eligible members
- We don't want to meet and not be able to take action.
- Legislation discusses that the vacancy of a membership won't impair the duties of the council.
- Majority of the eligible voters (may be a floating number based upon conflicts of interest, members may vote on some items but not on others).

Quorum (public meeting law) = 5

Voting – majority of the eligible voters (4 of 7 for instance)

Brian will check with legal then bring it back for decision. **Agenda item for decision at next meeting.**

Robert's Rules of Order – we will operate by this book.

Expense Summary

- Handout will be available online
- Contact Becky Jolly for assistance
- You must complete the W-9 form in order to get reimbursed.

Public Comment Period during these meetings?

- We are more of an advisory group
- EPC has public comment period
- It might be better to get comments ahead of time, rather than once it gets to EPC
- We could have people fill out a card and limit comments to 3 minutes
- DNR Legal has recommended that we allow public comment

The agenda will have a defined public comment period on it. **Agenda item for next meeting.**
We will have longer meetings to cut down on travel time.

Meeting locations?

- Air Quality
- DED conference room
- Urbandale Library
- Wallace Building

Frequency of meetings?

- Frequency will be dependent upon goals
- Don't meet just to meet
- Comprehensive plans are still being done in conjunction with the EMS. The incentive is that it's only done every 5 years. You're evaluated on how you're meeting your own goals. (details still need to be worked out)
- Once a month?
- Next meeting- application process, submittal process, evaluation process - **Agenda item for next meeting?**
 - Goal is to have application form or whatever they need to submit in the mail by 12-1-08.
- After a 1 day meeting that will give us an idea of how often we may need to meet.

Chair/Facilitator?

- Chair makes motions for discussion/votes
- Facilitator keeps it moving and not getting bogged down on a topic item.
- Third party contractor?
 - We don't know what we want at this time, so a contractor wouldn't be useful at this time.

Brian will serve as a chair...eventually we can have elections for positions.

Resources:

Angie Clark
Becky Jolly
Mark Warren
Alex Moon

Homework list:

- Baseline demographic info and attributes on each planning area – query by planning area of the 6 general criteria to send out to the council (Mark/Becky will compile and send out)
- Vision paper (Becky will send out)
- Revised RCC Map (Becky will send out)
- Fill the council vacancy – send in ideas
- Talk to legal regarding quorum

3rd Party Contractor?

- Not necessary at this time as we go through the process and determine what we actually need.
- We need to understand what we want to do before bring in someone, especially with a limited budget.
- Technical assistance
- APWA accreditation: <http://www.apwa.net/>
- Peer center: <http://www.peercenter.net/>

Third party contractor is not being pursued at this time.

Next Meeting

- Decision on the 9th member

- Application Process
- Meeting Place

Discussion of 9th Member

- Planning area of a various size
- Metro is large (Tom Hadden)
- South Central Iowa Solid Waste Agency (Sara Bixby) is considered medium
- Do we need a small one?
 - Interest?
 - Staffing needs
 - Should we gauge their interest, have them contact Brian, then the director can make an appointment
- Have people contact Brian to show their commitment.
- Private vs. public?
- Contact interested parties via letter/personal contact to gauge interest
 - Send a letter to each planning area
 - Have them in place at the beginning of the next meeting.
 - Designated person from that planning area
 - Must be willing to commit the time
 - The director makes the appointment, it's not council's decision

Department will send out a letter.

- Ask for qualifications of the person.
- Explain the commitment involved to be part of the council.
- Be sure to talk about reimbursement.
- Meeting schedule (next meeting date)

Next Meeting Date

1st Choice: October 10th

2nd Choice: October 28th

Public Comment will be on the next agenda with 3 minutes allowed per person

Start at 9:00

Urbandale Library room

Minutes will not be posted until they get approved by council at the next meeting.

Sign In

Solid Waste Alternatives Program Advisory Council

Urbandale Public Library

September 16, 2008 9a.m. - 12p.m.

Name	Representing/Organization
Bekky Jolly	IDNR
Angie Clark	IDNR
Mark Warren	IDNR
Alex Moon	IDNR
Matt Eide	Artistic Waste Services
Mary Wittmy	ISOSWO
Sara Bixby	South Central Iowa Solid Waste Agency
Tom Hadden	Metso Waste Authority
Brian Torrey	DNR
Tony Colosimo	NSLMA / AWS
Sherry Timmins	DED
Shelene Cochran	IWE
Sharon Tahtinen	IDNR
Anne Preziosi	IDNR - legal
Julie Smith	MWA -
Reo Menning	mwa
Mike Heller	WM